



JOB INFORMATION

Job Code:	157051
Job Title:	Category Manager
FLSA Status:	Exempt
Supervisory:	Leads one or more employees performing similar work.
Job Family:	Purchasing/Procurement
Job Family Group:	Accounting, Finance and Banking
Management Level:	7 Individual Contributor

JOB SUMMARY

Leads category strategy development and execution for assigned categories (e.g. print services, facilities, administrative). Monitors suppliers' performance and communicates performance indicators to manage expectations and maximize results. Leads sourcing initiatives to drive total cost savings/improvement for the university. Partners with internal customers to ensure commodity and supplier strategies are aligned with university needs. Ensures university and customer goals are met. Defines and drive strategies to meet current and future business needs. Serves as a team leader, working with various campus constituents to achieve targeted results.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Master's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		7 years	
	X	10 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience in negotiating complex supplier agreements, data analytics, and supplier performance management.
X		Experience in developing category strategies and developing and administering RFx processes.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Possesses strong written and verbal communications and presentation skills.
X		Possesses team leadership or management experience.
X		Understands business law, legal contracts and financial analysis.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Develops an understanding of the sourcing categories and supply markets through a combination of research, professional experience, and communications with internal clients. Determines the primary suppliers for specific categories and evaluates changes within the market to provide guidance for the category as a whole.				
Develops total cost of ownership (TCO) category and supplier strategies and leads implementation activities. Utilizes cost reduction, risk mitigation, and value optimization strategies. Establishes sourcing targets with key business units based on business needs and requirements. Engages proactively with schools, departments and administration to identify opportunities and develop appropriate sourcing strategies and approaches. Establishes and executes plans to meet or exceed established targets. Has responsibility for close management of projects and initiatives engaging both internal partners/stakeholders and suppliers.				
Develops and executes fact-based negotiations strategies and approaches. Leads mid-range to high-dollar RFI, RFP and RFQ processes as required. Utilizes these sourcing processes to maximize the benefit and quality for each project and/or initiative.				
Establishes and tracks key performance indicators that will drive continuous improvement across categories. Makes adjustments to key performance indicators on an ongoing and periodic basis. Reports results to management and other key constituents on category initiatives and related projects.				
Develops additional category-specific performance indicators and expectations specifically for suppliers. Determines corrective action plan when supplier performance does not meet expectations, communicates action plan expectations to suppliers and monitors the plan to track progress. Meets with the strategic suppliers on a periodic basis to review performance and develops expectations for the next period.				
Makes recommendations to improve the productivity, quality and efficiency of the procurement-related functions. Oversees supplier contract compliance program, including audits, periodic reviews and related activities.				
Provides leadership and guidance to Business Services and other university team members. Communicates effectively to all levels of the organization on category and supplier information, current and upcoming initiatives and other core activities (e.g. demand management, compliance, process improvements). Improves team members' performance through coaching, development and leadership. Leads strategic supplier management activities focused on total cost, risk assessment, supplier performance management, continuous improvement, and innovation opportunities.				
Maintains a high level of industry expertise and knowledge of current supply market conditions.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.